



In-Service Annual Inspection Guide

In-Service Annual Inspection Guide

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In-Service Annual Inspection Guide

1) Introduction

Welcome to the ADIPS In-service annual inspection guide. This guide has been designed to show you how to complete in-service annual inspections using Pole Star. The type of inspections it covers are:

- **Mechanical / Structural Integrity**
- **Functional Test**
- **Non-Destructive Testing**
- **Electrical Safety**

You use a smart phone or tablet to capture all the components / tests and defects of the device you are inspecting with associated photos and annotations. Once you have completed and saved the inspection it can either be emailed directly to the client or edited on the website and sent following verification.

Note that this guide covers the inspections for Android and IOS devices. There may be slight differences in the appearance of the content in the app, however the principles remain the same.



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2) Get Started

a) Setting Up Users

Before you start you will need access to the system. All new users will need to be added to the system by Pole Star.

Please send your information to support@polestar-eam.com

We require:

- First Name
- Last Name
- Email address
- Which IB they belong to
- Copy of Signature

The system generates a welcome message to your email address which is followed to create the account.

Once the account is setup the user will have access to both the website and app.

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b) Website Sign-in

URL: **adips.polestar-am.com**
Username: **Your username**
Password: **Your Password**

A screenshot of the Polestar login page. At the top is the Polestar logo. Below it is a red rectangular login box with a subtle world map background. Inside the box, there are two white input fields labeled 'Username' and 'Password'. Below the 'Password' field is a link that says 'Forgot your username or password'. To the right of the input fields is a 'Log in' button. At the bottom of the red box, it says '© Pole Star' and 'www.polestar-eam.com'.

If you forget your password, follow the **Forgot your password** link at the bottom of the login page.

Pole Star is optimised to be used in **Google Chrome**. If you discover an error, please email support - support@polestar-eam.com

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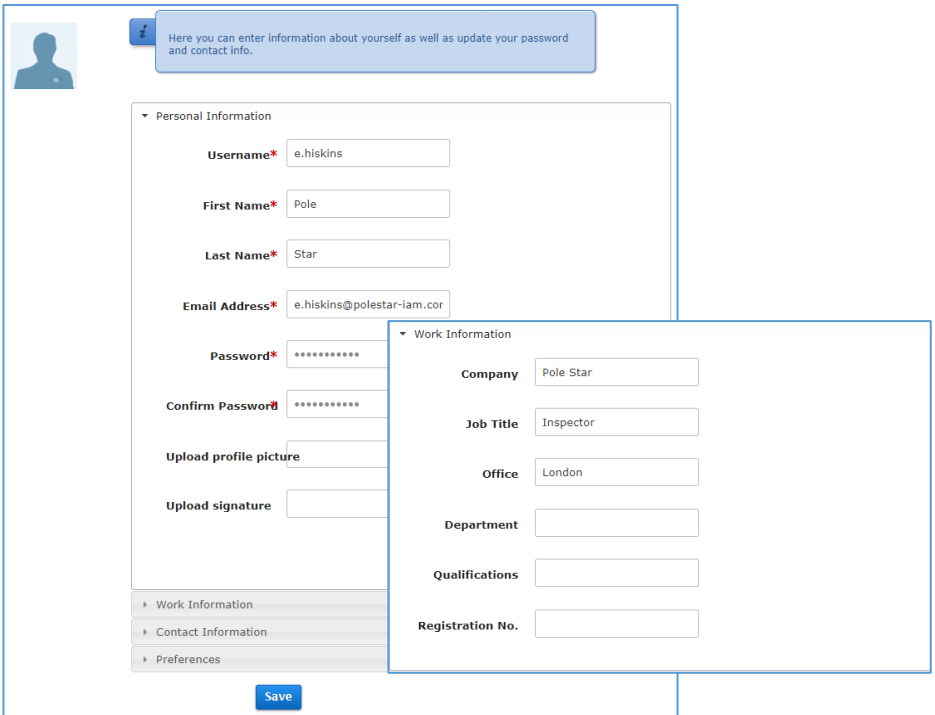
c) Update User Information

Add the following information to your user profile. This data pulls through into reports:

- Company
- Registration No.
- Company Logo
- Signature

Press **My info** to launch the info editor. Click the save button after you've entered the information.

Edward Hiskins | **My info** | Sign out | Help



Here you can enter information about yourself as well as update your password and contact info.

▼ Personal Information

Username* e.hiskins

First Name* Pole

Last Name* Star

Email Address* e.hiskins@polestar-iam.cor

Password* *****

Confirm Password* *****

Upload profile picture

Upload signature

▼ Work Information

Company Pole Star

Job Title Inspector

Office London

Department

Qualifications

Registration No.

Save

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d) IB Control

The IB control is used to select which IB can view and edit an inspection on both the website and the app.

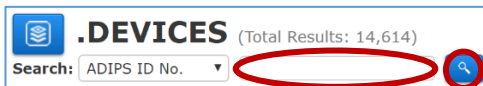
Step 1: Open the project In-Service Inspection



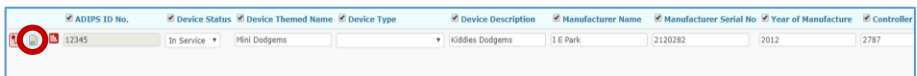
Step 2: Select the tab Devices



Step 3: Type the 5-digit ADIPS ID number into the search field and click the Search button



Step 4: Open the device



Step 5: Change the IB to the correct one

IB CONTROLS	
IB Control Statement	By changing the inspection body details below you are confirming that:- a) You are instructed by the ride controller to carry out in-service annual inspection on this device; b) You are aware of ADIPS requirements for access to inspection information and; c) You will be subject to sanctions under the ADIPS Rules if you change details and access information without the consent of the ride controller.
Trade Association Group	<input type="text"/>
Locked Access	<input type="text"/>
Appointed Inspection Body	<input type="text"/>
Mechanical and Structural	<input type="text"/>
Functional Test	<input type="text"/>
NDT	<input type="text"/>
Electrical Safety	<input type="text"/>



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IB Control Statement

- Only the IB appointed to the Device or specific type of inspection can see the Device and who is appointed to individual types.
- Only IB's allocated for each type of inspection can see, edit or create new inspections for that type of inspection (i.e. if IB is allocated to M&S and NDT, they will see who inspects the other parts, but only be able to view and edit M&S and NDT).
- Only ADIPS can change the AIB and IB's for each type of inspection.

Trade Association Group

A Trade Association Group must be selected, as this provides access to Trade Association members to view their members DOCs.

You are now ready!



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e) Expiry Date Rules

The expiry date is automatically generated by means of the following rules:

Mechanical & Structural Reports:

- 1) The expiry date will only appear if there is a draft and verify signature and the verify signature date is later than the draft signature date.
- 2) If an 'A' open status type defect is present the last modified date is used.
- 3) If there is more than one 'A' defect present, then the earliest modified date is used.
- 4) If a 'B' open status type defect is present, then its repaired by date is used.
- 5) If more than one 'B' defect is present, then the earliest repaired by date is used.
- 6) If there is an 'A' and 'B' defect present, then the earliest of date is used out of the two.
- 7) If there are no 'A' or 'B' defects present, the verify signature date plus one year is used.
- 8) 'C' defects are ignored.

Functional Testing Reports:

The expiry date will only appear if there is a draft and verify signature and the verify signature date is later than the draft signature date.

Non-Destructive Testing Reports:

The expiry date will only appear if there is a draft and verify signature and the verify signature date is later than the draft signature date.

Electrical Safety Reports:

The expiry date will only appear if there is a draft and verify signature and the verify signature date is later than the draft signature date.



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f) Invoice Report Rules

Invoice Reports are generated from Pole Star by following these rules:

- 1) Levy for each DOC is £30.00 + VAT (20%)
- 2) Each ride = £30 + VAT for the first DOC and £0 for subsequent DOCs for the year (Jan – Dec) unless a DOC is issued by a different AIB
- 3) This resets at the 01 January each year
- 4) £0 for deleted DOCs
- 5) £0 for DOCs to be deleted



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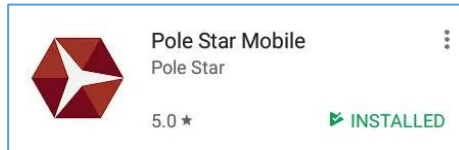
3) Setting up the App

Before you can start you need to setup your handset and download all the relevant data.

a) Download the app

Step 1: Open the Google Play Store or Apple iStore on your device.

Step 2: Type “Pole Star” into the search and look for the red Pole Star logo.



Step 3: Download and Install the app.

You will need to check for available updates and update the app to ensure you are always running the latest version.

***Make sure this is performed regularly.**



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b) Set up your account

The 1st time you use the app it will ask you to add an account. You need to enter the following information:

- **Choose account type:** Select: Pole Star AM (Asset Management)
- **Domain:** Type: ADIPS
- **Username:** Type: Your username
- **Password:** Type: Your password

Once this is complete press the red tick to save. The Android and IOS apps are very similar, however for presentation purposes the screens used in this guide are captured on an Android device.

Add Account ✓

 **Welcome To Pole Star**
Real Time Assets

Please enter your account details and press the red tick to access your project.

Account Type
Pole Star AM (Asset Management)

adips

Username (demo)

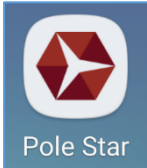
Password (demo123)

If you do not have an account please contact us at: support@polestar-am.com

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c) Open the app



Step 1: Select the Pole Star app

Step 2: Select the account ADIPS (your name)

If this doesn't work, then there is a problem with your login details. Please contact support at support@polestar-eam.com



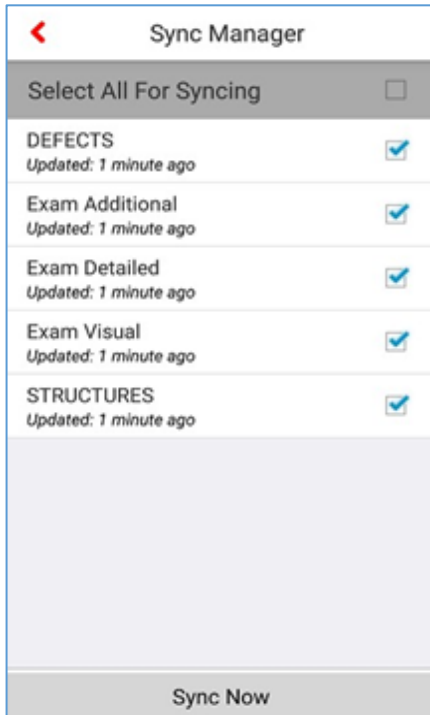
Once you have successfully logged in you will be presented the menu page.

Upon the initial login, the system will take a few seconds / minutes to download the forms. Once the forms are downloaded a message pops up to inform you.

Note that the IOS quick search function will be available soon.

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d) Sync devices and inspections



The sync manager is used to download the latest devices and inspection information from the system.

***Remember to sync before work and after**

Step 1: Press the sync button in the top right.

Step 2: Select all for syncing

Step 3: Press Sync Now

Step 4: Please wait. Initially the sync will take 20-30 mins as it is getting all the device information.

Once complete the updated time will change and your device will have the latest data.

The app is now ready!

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4) App: Inspections

This section explains how to complete all the inspections on site.

a) Find a device

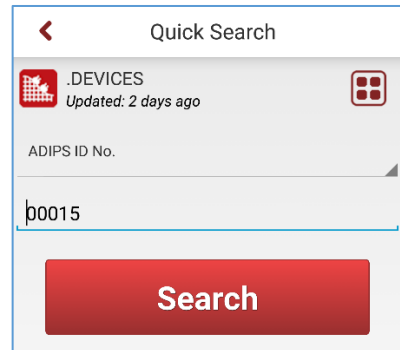
To start any inspection, you need to find the device. There are 3 ways to find a device.

i) Quick Search

Step 1: Press the quick search icon

Step 2: Type in the ADIPS ID number

Step 3: Press **Search**



Please note that the **IOS quick search** function will be available soon.

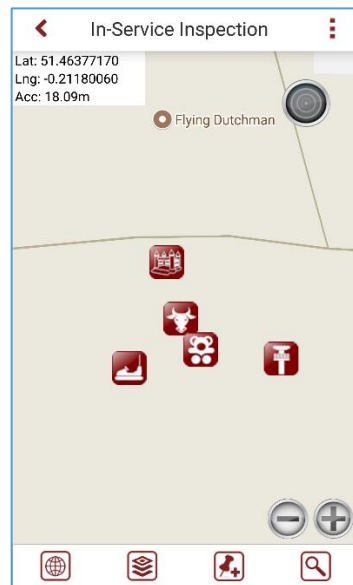
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ii) Map

This option is only available if the device has previously been located and you are in the same place as it was located.

Step 1: Press the locate button

Step 2: Select the device next to you



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iii) Advanced Search

The advanced search is used when you do not know the ADIPS ID number or want to search for a device using other information.



Step 1: Press the advanced search icon

Step 2: Press the menu button with 3 plus signs

Step 4: Select **Device**

Step 5: Press +

Step 6: Select the lookup table (ADIPS ID No.)

Step 7: Select the Filter (Contains)

Step 8: Type a value (ADIPS ID No.)

Step 9: Press the play button



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b) Device Information

The 1st page you are presented with is the device information. This is all the information about a device. This information is unlikely to change over time but will need populating initially. This information is already populated for existing devices. Please update appropriately.

DEVICE DETAILS

ADIPS Number:	Read Only
Device Themed Name:	Read Only
Device Type:	Pick from the list
Device Description:	Read Only
Manufacture Name:	Read Only
Manufacture Serial No:	Read Only

CONTROLLER DETAILS

Contact Name:	1st and 2nd Name
Controller Name:	Person or Organisation
Controller Trade Association:	Required
Controller Membership Number:	Required
Controller Address:	Required
Controller Post Code:	Required
Controller Email Address:	Required



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c) Locate the device

All devices need to be located on the map. This is the location where the device was inspected at.

To drop a pin and locate a device:

Step 1: Press the menu button

Step 2: Press Edit Marker

Step 3: Press the locate button in the top right

Step 4: Press the pin button at the bottom

Step 5: Press the menu button then save option

d) Cover Photo

The cover photo is taken on the device page. Each report pulls the same cover photo. Please update this each year.

Take 1 photo of the device only (Landscape mode)

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5) App: Mechanical / Structural Integrity

Once you have found the correct device you need to select the tab **Mechanical and Structural Inspection**.

There are 3 tabs:

M-S Components

Add and edit components and defects

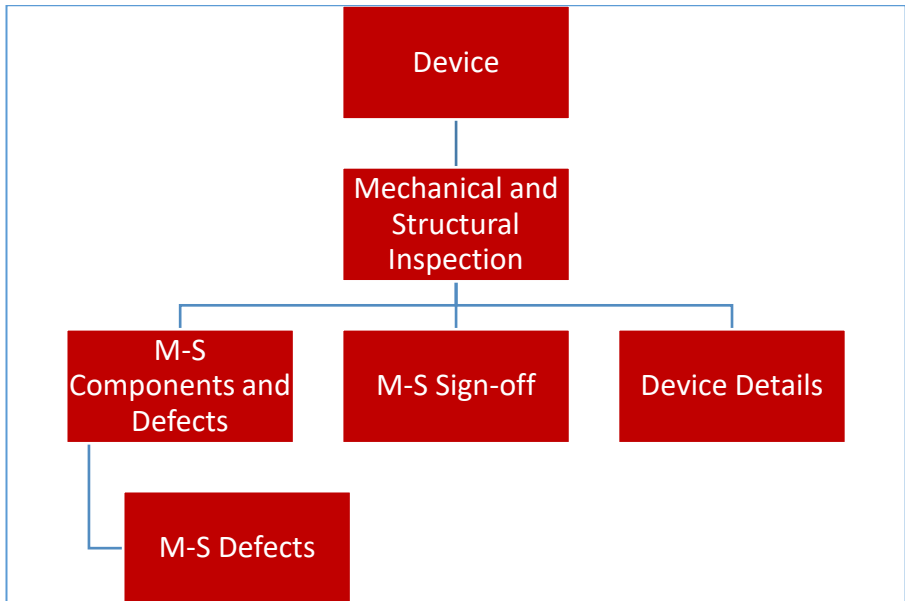
M-S Sign-off

Sign off report

Device Details

READ ONLY Pulls the device detail

System View



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a) M-S Components

To add a new component:

Step 1: Press: The + button

Step 2a: Select the type of component from the list

or

Step 2b: If the component doesn't exist add it into the section

Step 3: Comment on the component (not defect information)

Step 4: Add a component photo if required (Landscape mode)

Step 5: Press **SAVE and EXIT**

MECHANICAL & STRUCT...
ADIPS ID No.: 00015, Device Themed Name: Gallopers

M-S Components and Defect
M-S Sign Off

+

Component: Track
Component (if not listed):
Last Saved Date & Time: 26-12-2017 21:00
Component: Packing or jacks
Component (if not listed): horses Cockerell s
Last Saved Date & Time: 26-12-2017 20:55
Component: Packing or jacks
Component (if not listed): horse rod coupling
Last Saved Date & Time: 26-12-2017 20:55
Component: Pole
Component (if not listed):
Last Saved Date & Time: 26-12-2017 00:17
Component:
Component (if not listed): crankshaft
Last Saved Date & Time: 22-08-2017 11:42
Component:
Component (if not listed): platform support cross members
Last Saved Date & Time: 22-08-2017 11:42
Component:
Component (if not listed):
Last Saved Date & Time: 22-08-2017 11:42
Component:

M-S: Components
Mechanical and Structural, ADIPS ID No.: 00015, Device Name: Gallo

Component Details
Component Photos (not defects)

Components
This is where you add the component. Defects are added in the next tab attached to the component.
Select Component
Select the component from the list or add a new components below. If a new component is selected then that will be used in the list.
Component
Pole
Component (if not listed)

Component Comment (Not Defect)
300 mm diameter | 10mm wall revitted flanges

SAVE and EXIT

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b) M-S Defects

The defect section is where you add a defect against a component. Add multiple defects against the same component if required.

To add a new defect:

Step 1: Open the correct component

Step 2: In the component tab select the **Component Defects** tab

Step 3: Press: The + button

Step 4a: Take a photo of the defect (Landscape mode)

Step 4b: Annotate the photo. Press the menu button next to the photo and use the draw function to highlight the defect

Step 5: Select the **Defect Details** tab

Step 6: Add a component ID

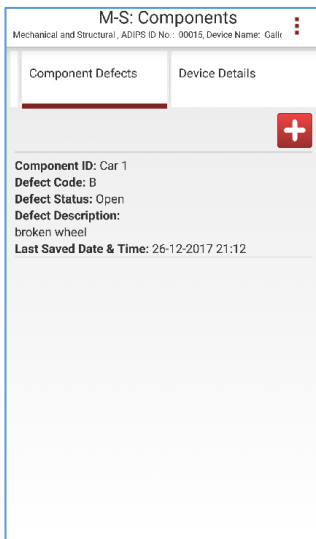
Step 7a: Choose the correct defect code

Step 7b: B defect code. Select when it needs repairing by. (DDMMYYYY)

Step 8: Select the status: Open = Live defect or Closed = Closed defect.

Step 9: Write a brief description

Step 10: Press **SAVE and EXIT**

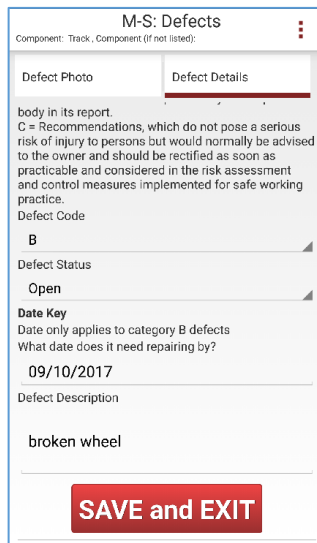


M-S: Components

Mechanical and Structural / ADIPS ID No.: 90015, Device Name: Gall

Component Defects Device Details

Component ID: Car 1
Defect Code: B
Defect Status: Open
Defect Description: broken wheel
Last Saved Date & Time: 26-12-2017 21:12



M-S: Defects

Component: Track, Component (if not listed):

Defect Photo Defect Details

body in its report.
C = Recommendations, which do not pose a serious risk of injury to persons but would normally be advised to the owner and should be rectified as soon as practicable and considered in the risk assessment and control measures implemented for safe working practice.
Defect Code
B
Defect Status
Open
Date Key
Date only applies to category B defects
What date does it need repairing by?
09/10/2017
Defect Description
broken wheel

SAVE and EXIT

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c) M-S Sign Off

Create a sign-off to generate a report:

Step 1: In the mechanical and structural integrity tab. Select M-S Sign off

Step 2: Press: The + button

Step 3: Inspector Information. This is auto filled from your profile

Step 4: Inspection Information. Fill out appropriately

Step 5: Sign-off

- Sign-off: **Draft** - makes the report draft (0.1, 0.2, 0.3)
- Controller or Controllers representative sign-off
- Sign-off: **Verified** - Makes the report live (1.0, 2.0, 3.0)

You can sign multiple times to show version control.

Step 6: Report Information

- Report by exception. This will only display the defects in the report

Step 7: Press **SAVE and EXIT INSPECTION**

***A new sign-off is required for each year.**

M-S: Sign-off

Mechanical and Structural, ADIPS ID No.: 00015, Device Name: Galix

Inspection Information
Reports

Please add every date that the inspection was carried out.
Date(s)

1st - 14th January 2018

Other pertinent comments

SIGN-OFF
Sign-off: Draft
Name: Pole Star MandS
Date: 27/10/2017 12:13

Controllers Statement
I have been notified of the results of the inspection and am aware of the required maintenance, repair or testing, if any, and the recommended time frames for the same.
Controller or Controllers representative sign-off
Name:
Joe B

M-S: Sign-off

Mechanical and Structural, ADIPS ID No.: 00015, Device Name: Galix

Inspection Information
Reports

Sign-off: Verified (Ready to send)
Name: Pole Star MandS
Date: 27/10/2017 12:29

REPORT INFORMATION
☐ Report by exception?

Report Version
Report remains in draft until verified.

SAVE and EXIT INSPECTION

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6) App: Functional Test

Once you have found the correct device you need to select the tab **Functional Testing**

There are 3 tabs:

Function Tests

Add and edit tests and defects

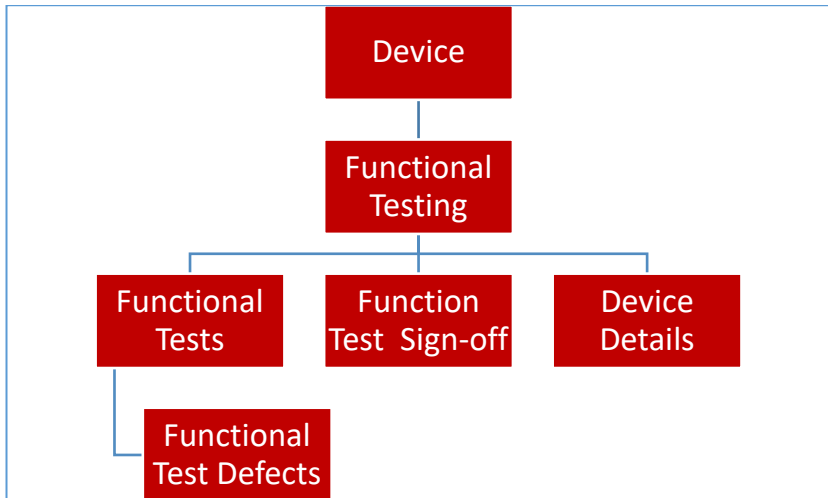
Function Test Sign-off

Sign off report

Device Details

READ ONLY Pulls the device detail

System View



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a) Functional Tests

All tests are to be added for each device. These are high level tests.

To add a new test:

Step 1: Press: The + button

Step 2a: Select the type of test from the list

or

Step 2b: If the test doesn't exist add it into the section

Step 3: Comment on the test (not defect information)

Step 4: Add a test photo if required. (Landscape mode)

Step 5: Press **SAVE and EXIT**

Functional Test: Tests

Functional Testing , ADIPS ID No.: 00015, Device Name: Gallopers

Test Details

Test Photo

Functional Tests

This is where you add the test. Defects are added in the next tab attached to the test.

Select Test

Select the test from the list or add a new test below. If a new test is selected then that will be used in the report.

Functional Test

Correct cycle time

Add additional tests below

Test (if not listed)

Test Comment or Observations

SAVE and EXIT

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b) Functional Test Defects

The defect section is where you add a defect against a functional test. Add multiple defects against the same test if required.

To add a new defect:

Step 1: Open the correct test

Step 2: In the test tab. select the **Test Defect** tab

Step 3: Press: The + button

Step 4a: Take a photo of the defect (Landscape mode)

Step 4b: Annotate the photo. Press the menu button next to the photo and use the draw function to highlight the defect

Step 5: Select the **Defect Details** tab

Step 6: Add a component ID

Step 7a: Choose the correct defect code

Step 7b: B defect code. Select when it needs repairing by. (DDMMYYYY)

Step 8: Select the status: Open = Live defect or Closed = Closed defect.

Step 9: Write a brief description

Step 10: Press **SAVE and EXIT**

Functional Test: Defects

Functional Test: Correct cycle time, Test (if not listed):

Defect Photo

Defect Details

C = Recommendations, which do not pose a serious risk of injury to persons but would normally be advised to the owner and should be rectified as soon as practicable and considered in the risk assessment and control measures implemented for safe working practice.

Defect Code

A

Defect Status

Open

What date does it need repairing by?

24/12/2017

Defect Description

broken

SAVE and EXIT



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c) Functional Test Sign-off

Create a sign-off to generate a report:

Step 1: In the functional testing tab. Select Functional Test Sign-off

Step 2: Press: The + button

Step 3: Inspector Information. This is auto filled from your profile

Step 4: Inspection Information. Fill out appropriately

Step 5: Sign-off

- Sign-off: **Draft** - makes the report draft (0.1, 0.2, 0.3)
- Controller or Controllers representative sign-off
- Sign-off: **Verified** - makes the report live (1.0, 2.0, 3.0)

You can sign multiple times to show version control.

Step 6: Report Information

- **Report by exception** - this will only display the defects in the report

Step 7: Press **SAVE and EXIT**

***A new sign-off is required for each year.**

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7) App: Non-Destructive Testing

Once you have found the correct device you need to select the tab **Non-Destructive Testing**

There are 3 tabs:

Non-Destructive Testing

Add and edit tests and defects

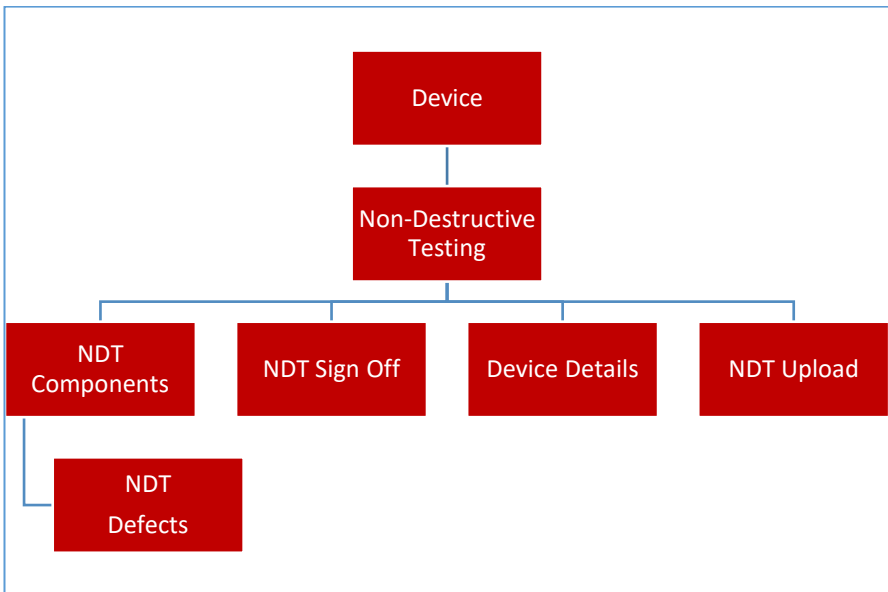
NDT Sign-off

Sign off report

Device Details

READ ONLY Pulls the device detail

System View





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a) NDT Components

All parts / components requiring NDT are to be added for each device. The list of parts / components changes throughout the year to reflect the data entered into the system. An IB may use the mechanical structural integrity report to detail NDT results.

To add a new component:

Step 1: Press: The + button

Step 2a: Select the type of component from the list

or

Step 2b: If the component doesn't exist add it into the section

Step 3: Add the number of items

Step 4: Comment on the component (not defect information)

Step 5: Items inspected. State all or identify sample inspected.

Step 6: Add the NDT method

Step 7: Add a component photo if required (Landscape mode)

Step 8: Press **SAVE and EXIT**



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b) NDT Defects

The defect section is where you add a defect against a component. Add multiple defects against the same component if required.

To add a new defect:

Step 1: Open the correct component

Step 2: In the component tab select the **Component Defects** tab

Step 3: Press: The + button

Step 4a: Take a photo of the defect (Landscape mode)

Step 4b: Annotate the photo. Press the menu button next to the photo and use the draw function to highlight the defect.

Step 5: Select the **Defect Details** tab

Step 6: Write a brief description

Step 7: Press **SAVE and EXIT**



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c) NDT Sign Off

Create a sign-off to generate a report

Step 1: In the mechanical and structural integrity tab. Select M-S Sign off

Step 2: Press: The + button

Step 3: Inspector Information. This is auto filled from your profile

Step 4: Inspection Information. Fill out appropriately

Step 5: Sign-off

- Sign-off: **Draft** - makes the report draft (0.1, 0.2, 0.3)
- Controller or Controllers representative sign-off
- Sign-off: **Verified** - makes the report live (1.0, 2.0, 3.0)

You can sign multiple time to show version control.

Step 6: Report Information

- **Report by exception** - this will only display the defects in the report

Step 7: Press **SAVE and EXIT INSPECTION**

***A new sign-off is required for each year.**

d) NDT Upload

Upload existing NDT Reports in this section

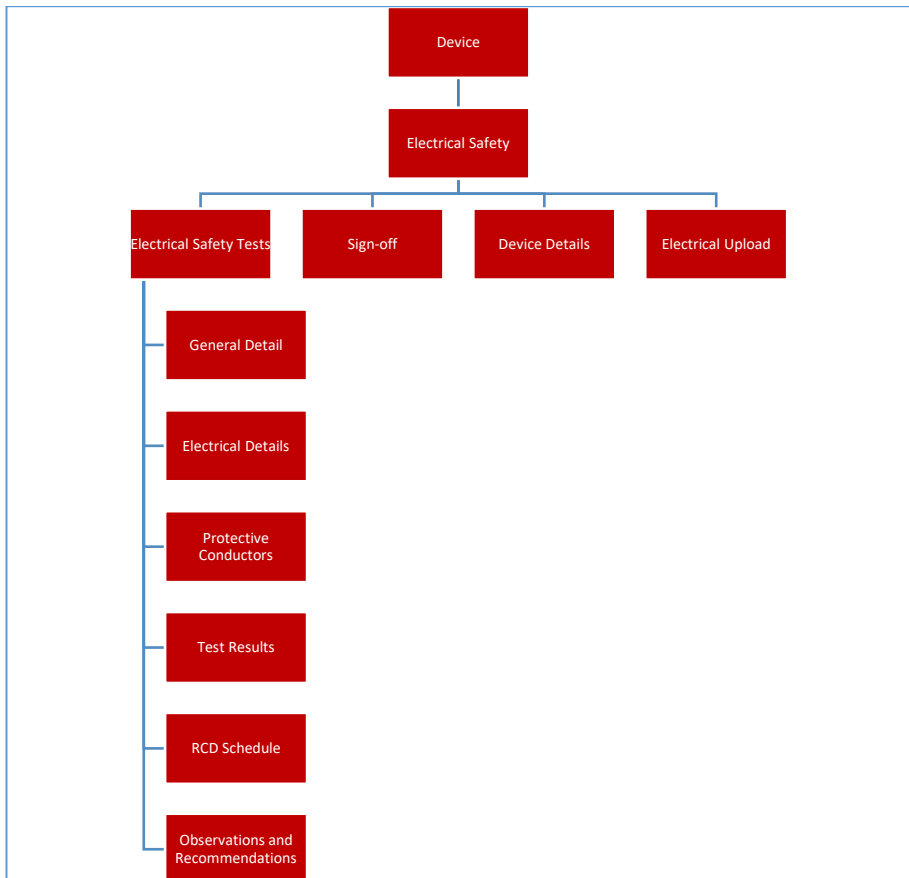
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8) App: Electrical Safety

There are 4 tabs:

- | | |
|----------------------------|-----------------------------|
| • Electrical Safety Tests | Inspection |
| • Electrical Test Sign Off | Sign off report |
| • Device Details | Manage who see your reports |
| • Electrical Upload | Upload existing reports |

System View





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a. Electrical Safety Tests

To create a new Electrical Safety Test Press: **Add Item**

There are 10 parts to the electrical safety tests:

- General Detail
- AC
- DC
- Earthing Arrangements and Main RCD
- Protective Conductors
- Condition Report Inspection Schedule
- Test Results 1
- Test Results 2
- RCD Schedule
- Observations and Recommendations

Complete each section. The observation and recommendations is where you add defects. Add multiple defects if required.



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b. Electrical Safety Sign Off

To create a new Electrical Safety Sign Off Press: **Add Item**

The sign off is the last stage to an inspection. It indicates that the inspection is complete on site and verified. The final write up and edits can be completed in the office.

To sign off a report:

Step 1: Select the **General Photo** tab. Take general photos of the device (These are not included in the report) if required

Step 2: Select the **Inspection Information** tab and add information:

- Job Number
- Inspection Start Date
- Inspection End Date

Step 4: Once the inspection is complete on site. Press signed off on site.

Step 5: Press signed off in the office (Ready to send).

This may be performed by another inspector if verification by a supervisor/manager is required. This turns the report from draft to an issue.

Step 6: Save.

Press the top right menu and save

If there is a C defect, the declaration will state the ride is unsafe for further use.

c. Electrical Safety Upload

If you complete the Electrical Safety Report outside of Pole Star, this is where you can upload the relevant documentation for the Electrical Safety Test.

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9) App: Generate a report on site

This applies to all inspections and tests.

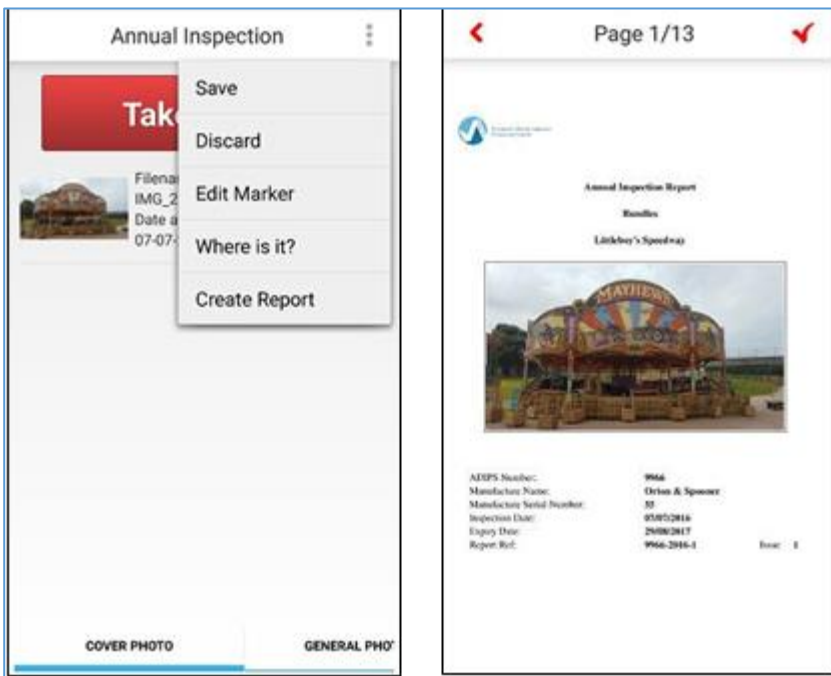
Reports can be generated on the handset and emailed to the controller if required.

Reports can only be generated within the inspection sign off page.
You need to save the sign off 1st to be able to create a report.

Step 1: Open the inspection sign off page if you wish to generate a report

Step 2: Press the menu button

Step 3: Press **Create Report**



10) Website: Edit and Manage Inspections

The inspections are carried out using the app. If you want to edit the inspections or manage them you can use the website. If you have someone managing or editing inspections in the office, they will need access to the website.

a) Sign-in

URL: adips.polestar-am.com
Username: Your username
Password: Your Password

A screenshot of the Polestar login page. At the top is the Polestar logo. Below it is a red rectangular login box with a subtle world map pattern. Inside the box, there are two white input fields labeled 'Username' and 'Password'. Below the 'Password' field is a link that says 'Forgot your username or password'. To the right of the input fields is a white 'Log in' button. At the bottom of the red box, there is small text that reads '© Pole Star' and 'www.polestar-eam.com'.

If you forget your password, follow the forgotten password section at the bottom of the login page.

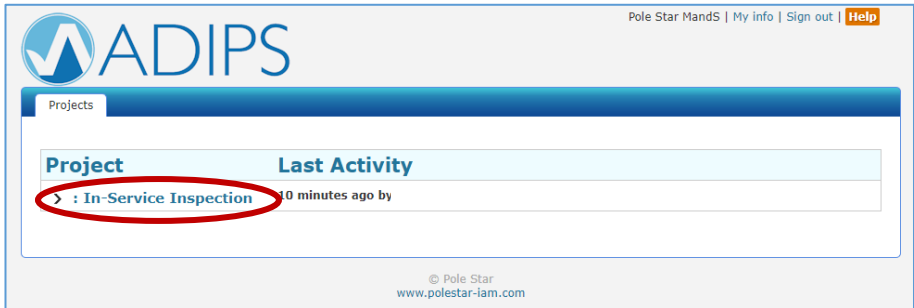
Pole Star is optimised to be used in **Google Chrome**. If you discover an error, please email support. support@polestar-eam.com

POLESTAR

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b) Find an inspection

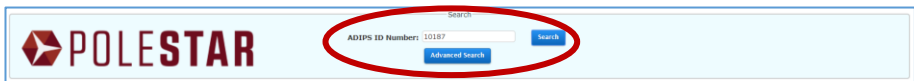
Step 1: Open the project **In-Service Inspection**



Step 2: Select the tab **In-Service Inspection**



Step 3: Type the 5-digit ADIPS ID Number into the search field and click **search**. You can also use the advanced search option if you do not have the ADIPS ID Number.



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c) Edit the device details

IB's can edit certain information about the device and controller. Click on the blue pen icon to edit information.

 Device Details 

ADIPS No.	00001	Device Name	Land Speed	Device Type	Simulator
Manufacturer Name	John Doe Group	Manufacturer Serial No	V001	Year of Manufacture	1984
Device Status	In Service	Description	Venturer V Simulator		

Controller Details

Controller ID	00001	Controller Name	Pole Star EAM	Trade Association	Private
Membership No.	Private	Email Address	support@polestar-eam.com		
Address	Dominion House Woodbridge Road Guildford			Postcode	GU1 4PU

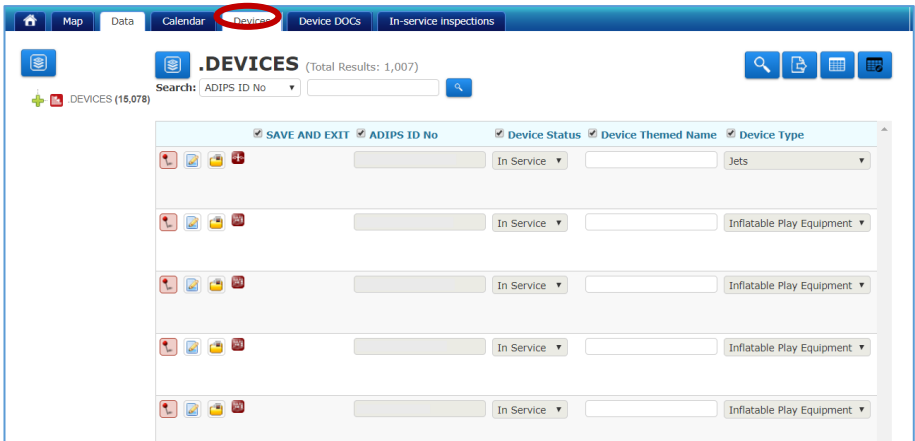
Note that the following fields are not editable on the Device Details section: ADIPS ID No, Device Status, Device Type, Manufacturer Name, Manufacturer Serial No, Year of Manufacture, Year of importation, Device Category.

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d) Advanced Search

The Advanced Search function allows you to apply various filters to your search to find specific devices. This function can also be used if you do not have the ADIPS ID Number.

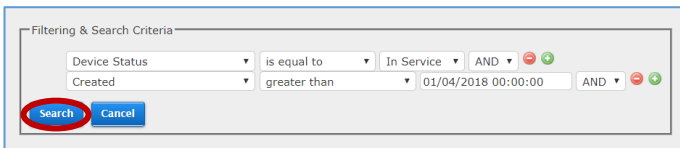
Step 1: Click on the DEVICES tab to show all devices.



Step 2: Now click on the search button for the advanced search screen to appear.



Step 3: Add various filters to apply to the search and click on **search**.



Only the devices that meet the search criteria will then display.




























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e) Mechanical & Structural

Mechanical & Structural	Functional Testing	Non Destructive Testing	Electrical Safety	DOCs
------------------------------------	--------------------	-------------------------	-------------------	------

Components

All components are shown. By selecting the form view you can edit the information.









	Component	Comment
  	NONE/a	General information
  	Track	Defects on rails and track laminations only, structural defects listed separately
  	NONEposts	Refer to photo for nomenclature
  	Collars	
  	Spacers	
  	Long. braces	
  	X braces	
  	Ribbons	
  	Horizontals	

Defects

Press the + symbol to show the associated defects

Defects are shown below their component

By selecting the form view you can edit the information.

  	Track	Defects on rails and track laminations only, structural defects listed separately		
Component ID	Code	Status	Defect Description	
 test ignore	C	Open	Test ignore	
 65, laminate 6, RHS	A	Open	Loose, refix	
 121 (approximate)	A	Open	Outer wedge of mid laminate loose, likely due to movement of track on curve. Refix.	
 158	A	Open	Top laminate rotten around bolt to upstop rail	
 189	B	Open	Top laminate rotten, monitor to ensure rail does not become loose. Replace if rot spreads or rail cannot be secured	













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f) Functional Testing

Mechanical & Structural	Functional Testing	Non Destructive Testing	Electrical Safety	DOCs
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Functional Tests

All functional tests are shown. By selecting the form view you can edit the information.

Functional Test	Test Comment or Observations
   Correct operation of all operator controls	Accepted
   Correct function in all operating modes and sequences	Accepted
   Correct function under power failure	Accepted. Power fail on the lift section results in shut down, with train stopping. No roll back. Power fail when the train has reached the top of lift, results in the drive shutting down but as the train works with gravitational forces, the train continues to the end of the cycle.
  	

Defects

Press the + symbol to show the associated defects

Defects are shown below their test

By selecting the form view you can edit the information.



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g) Non-Destructive Testing

Mechanical & Structural	Functional Testing	Non Destructive Testing	Electrical Safety	DOCs
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Non-Destructive Tests

All NDT tests are shown. By selecting the form view you can edit the information.

Component	Location or description of component	No. of Items	Comment (not defect)	Items Inspected	Inspection Method
  + NONEENTIRE DEVICE	DEVICE		DEVICE INSPECTED BY		Visual Testing

Defects

Press the + symbol to show the associated defects

Defects are shown below their test

By selecting the form view you can edit the information.

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h) Electrical Safety

Mechanical & Structural	Functional Testing	Non Destructive Testing	Electrical Safety	DOCs
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Electrical Safety Tests

All Electrical Safety tests are shown. Electrical safety includes four sections: Protective Conductors, Particulars of DB, RCD and Observations. By selecting the form view you can edit the information.

Protective Conductors

Location or Circuit Details	Material	CSA mm2	R
motor	copper	16mm	0.01

 Add Protective Conductors

Particulars of DB

DB Reference No.	Location	Ze/Zs at DB	Ipf at DB (kA)	Correct polarity of supply confirmed	Phase rotation confirmed
waltzer	panel			Yes	Yes

 Add Particulars of DB

RCD

No. or Designation	Location and or Description	Type	Rating (mA)	1 x L N	5 x L N	Test Button Operation	Pass?
No RCD							

 Add RCD

Observations

Defect Code	Observation
C3 - Improvement Recommended	sleeving to lights section 20 split
C3 - Improvement Recommended	cap missing section 16
C3 - Improvement Recommended	cap missing

 Add Observation

Defects

Press the + symbol (Particulars of DB) to show the associated defects

Defects are shown below their test



By selecting the form view you can edit the information (this applies to all sections of Electrical Safety Tests)

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i) Reports

Reports are created below each inspection section.

Mechanical & Structural Reports - expiry date:

Reports					
Created	Inspection Year	Job Number	Inspectors Name	Inspection Body	Expiry Date
 13/09/2017	2017			ADIPS Ltd	13/03/2018
 Add Sign Off					

This is the report expiry date unless there are open defects with the conditions below:

- A Defect We use the date the A defect was created.
- B Defect We use the date to be repaired by.
(Repaired by is a toggle questions)
- C or No Defects We use verified date plus 12 months.

We use the lowest expiry date for the overall report. On the 2nd year the reviewed date is updated when the defect is saved.

*If defects are modified after the report has been verified, then the changes will display in red on the report. Verify the report again for the changes to display in black.




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j) Conditional Formatting

Conditional formatting has been applied to the Sign-Off sections. Notice that the icons will change colour according to the following conditions:

- Red Inspection started
- Amber Draft
- Green Verified

Visually represented in Pole Star:

Conditions	
	Started On Site Sign-off: Draft is blank and Sign-off: Verified (Ready to send) is blank
	Complete On Site Sign-off: Draft is not blank and Sign-off: Verified (Ready to send) is blank
	Verified Sign-off: Verified (Ready to send) is not blank

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11) DOCs

Mechanical & Structural	Functional Testing	Non Destructive Testing	Electrical Safety	DOCs
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To create a DOC, information must be populated in the **DOC Details** section.

If you have completed the inspection using Pole Star, the inspection information will automatically populate to this section.

If you have completed the inspection outside of Pole Star, you can enter the inspection information manually, as the information in this section is editable.

DOC Details			
Inspection	IB Name	Report Ref	Expiry
Mechanical & Structural	<input type="text" value="Selected IB"/>	<input type="text" value="MS-00001-02052018-12"/>	<input type="text" value="01/01/2018"/>
Functional Testing	<input type="text"/>	<input type="text"/>	<input type="text"/>
Non Destructive Testing	<input type="text" value="Selected IB"/>	<input type="text" value="REF-1234-212"/>	<input type="text" value="28/02/2018"/>
Electrical Safety	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please see **2 e) Expiry Date Rules (page 7)** for more information regarding the expiry date rules.

DOC Generator

Valid From Date

Expiry Date

By clicking Create DOC below you are confirming that:-

- You have been notified of all information known to the controller regarding modifications, repairs and safety issues or incidents, that have occurred since the issue of any previous DOC and that may be relevant to the safety of the device.
- Subject to and relying upon the inspection reports, the safety critical aspects of the device, at the time of inspection, have not deteriorated to an extent liable to cause danger, provided that the device is maintained and operated in a safe and proper manner.
- The industry required documents relating to any safety critical modifications (that you have been notified of) have been documented in the Operations Manual
- The pre-use inspections (Design Review, Assessment of Conformity to Design and Initial Test) have been carried out and are documented in the Operations Manual.
- The device has been upgraded where necessary to minimise danger as advised by industry technical guidelines or HSE guidance specifically relating to this device.

Generate DOC Report

In the DOC Generator section, select the **Valid From Date** (this date can only be on the day or in the past, not a future date). The **Expiry Date** will automatically generate.


Click on **Generate DOC Report**. All created DOCs appear at the bottom of the page.



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You can view and print DOCs by clicking on the PDF icon on the left. If you want to remove a DOC, check the box to do so – the selected DOCs will be removed by Pole Star on a weekly basis.

***Do not delete any of last year's DOCs**

Remove Doc		DOC Number	Created	Device Status	Expiry
	<input type="checkbox"/>	S03479	25/04/2018	In Service	13/03/2018